

## **ELECTION DEPARTMENT MEETING MINUTES**

Date and Time: Tuesday, September 14, 2021, 3:00 PM

Place: City Hall, 15 Summer Street  
2nd Floor Conference Room

Attendees:

- Dan Barbour
- Jason Roomes
- Frank Biedak
- Carol Welch
- Pamela Menconi
- Jeanette Berrios

The meeting was called to order at 3:00 PM.

**A motion was made by Commissioner Biedak to table the acceptance of the minutes of the meetings dated August 10, 2021 and August 24, 2021. So voted unanimously.**

### **COMMUNITY INPUT**

None

### **OLD BUSINESS**

#### **Vault**

The Director provided an update on funding being approved for the separate vault space to be utilized by the Election Department. The Director is waiting for a time frame for installation.

Commissioner Biedak inquired about storage of current ballots for the September Election. The Director shared that the ballots are in a secured, locked location in her office. Cameras are also installed in the office for added security.

Commissioner Biedak inquired about the status of the vote by mail ballots and the procedure used to process. The Director explained that there is a reconciliation process conducted on a daily bases to ensure all ballots are accounted for.

A small discussion ensued about the method of delivery for Absentee/Vote by Mail ballots to the polls on Election Day.

The next meeting date of October 19 was set.

Meeting adjourned at 3:11.

Respectfully submitted,

Carol Welch, Secretary